



# PARKLAND SCHOOL DISTRICT

*Educating For Success, Inspiring Excellence.*

1210 Springhouse Rd., Allentown, PA 18104

[www.parklandsd.org](http://www.parklandsd.org)



@ParklandSchools



ParklandSchoolDistrict



September 4, 2018

Dear Parents/Guardians,

We excitedly opened our doors to all students today and welcomed them back to school!

Important information has been assembled for you on the FIRST WEEK OF SCHOOL WEB PORTAL found at [www.parklandsd.org](http://www.parklandsd.org). The portal can be accessed on the home page of the District and school web sites by clicking on the SCHOOLS tab at the top and then 1st WEEK OF SCHOOL WEB PORTALS.

**In particular, it is important that you review all School Board policies and the Parent/Student Handbook for your student's school which are both linked in the 1<sup>st</sup> Week of School Web Portal.** Your review of the portal is also critical to ensure that all parent/guardian/student contact information is current and that your student and you fully comply with all District policies, procedures, rules, regulations, guidance, requirements and general information. **The School District presumes and considers that all parent/guardian/student information is current. Therefore, it is imperative that if student/parent/guardian information has changed, the parent/guardian should make the necessary changes in Home Access Center (HAC) by submitting a student update form.** To access this capability, you must submit a student update form in HAC. **A link to HAC can be accessed from the First Week of School Web Portal.** Information on how to access HAC, including all user names and passwords, was mailed home to all families last week. If you didn't receive a letter, contact [HAC@parklandsd.org](mailto:HAC@parklandsd.org).

Although all student/parent/guardian-related information is important to know and understand, a short list of only a few items appears below. This short list has been created simply because it has been the District's experience that these areas have generated the most questions from parents/guardians. By creating this short list with attached links, the District is hopeful that many of your questions will be answered and common problems avoided. If you do not notify your child's school in writing **or** within HAC by October 1, 2018, your student will automatically be opted in to field trips, photographs and videotaping for publicity purposes, video recording on school buses, and your contact information will be included in a password protected PTO Directory at your child's school. Additionally, it will be assumed that you, the parents, have signed off on the Acceptable Use of Technology Policy and the Parent/Student Handbooks which contain important information. Expanded information on these topics is included below and on the First Week of School Web Portal. For concerns, please contact your child's school office.

1. **RAPID NOTIFICATION SYSTEM** - The School District uses a rapid notification system that allows for automated call messages and emails to phone number(s) and email addresses the parent or guardian has provided to the District. To receive text messages, parents must opt-in by texting the word "yes" sent to **67587**. To view or change this contact information, parents need to submit a Student Update Form within Home Access Center (HAC) at <https://pldhomeaccess.spihost.com>



**TURN OVER TO CONTINUE READING IMPORTANT INFORMATION.**

2. FIELD TRIPS - At times during school hours, students will participate in day field trips for educational purposes that take place away from your student's school. These may include a visit to another Parkland school or to a site off School District property. Parents/Guardians will be notified of all such field trips in advance. All possible care and precaution will be taken to safeguard students including the administration of emergency medical treatment by qualified personnel. Field trips are governed by Board Policy 121. If you do not want your student to participate in a day field trip, you must notify the District in writing no later than one day prior to the scheduled trip. Click on the following link to review Board Policy 121: <https://bit.do/policy-121>

3. PHOTOGRAPHS/PUBLICITY/PERSONAL INFORMATION - Student related information known as "Directory Information" is a part of a student's education record under federal law and School Board Policy. "Directory Information" is an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized school activities and sports, degrees, honors and awards received, the most recent educational agency or institution attended, and other similar information. Directory Information may be disclosed to others without parent/guardian consent in connection with a student's participation in academics, the arts, athletics and other school related endeavors. Two examples of disclosure of Directory Information include (1) publication in school district publications or other media/social media outlets of photographs and videotapes of students individually or in group settings, including the possibility that the student will be identified by name for publicity purposes and (2) a student's school providing your student's name and contact information to the parent teacher organization for your school for listing in its directory. If you do not want the District to disclose Directory Information from your child's education records without your prior written consent, **you must notify your school's main office in writing by October 1, 2018.** Unless and until notice is given by you, Directory Information will be disclosed in accordance with School Board Policy 216. Your rights regarding your student's education record are fully explained in the Parent/Student Handbook for the current school year and in School Board Policy 216. Your school's Parent/Student Handbook may be accessed by clicking on the following link: <https://www.parklandsd.org/about-us/publications>. Policy 216 may be accessed by clicking on the following link: <https://bit.do/policy-216>

4. VIDEO/AUDIO RECORDING ON BUSES - The District is permitted by law and by School Board Policy 810.2 to video tape and audio tape on school buses or school vehicles. This means that your student's image and voice will be recorded while riding in a school bus or school vehicle. See Board Policy 810.2 for a full explanation by clicking on the following link: <https://bit.do/policy-810-2>

5. ACCEPTABLE USE TECHNOLOGY POLICY - Your student will be required to abide by the Acceptable Use Policy for technology. See School Board Policy 815 for a full explanation by clicking on the following link: <https://bit.do/policy-815>

6. HANDBOOKS - Parents/Guardians must review with their student(s) the Parent/Student Handbook for their school at the beginning of each school year. The Handbook contains information about the Student Code of Conduct, medication, health, food, academics, athletics, arts, transportation, security, Chromebooks for secondary students and much more. A review of the Parent/Student Handbook is imperative to assure that your student follows and complies with all policies, procedures, rules, regulations, requirements, guidance and information. Click on the following link to access your school's Handbook: <https://www.parklandsd.org/about-us/publications>

**Other Items on the First Week of School Web Portal include:**

Open House Invitation from Principal  
Curriculum Links and Updates  
Food Service Forms & Information  
Visitor Policy  
Medication Policy  
Immunization Requirements  
Student Accident Insurance Information  
Policy #906: Public Complaint Procedures  
Policy #251: Homeless Students

CHIP – PA's Children's Health Insurance Program  
Integrated Pest Management Letter  
Asbestos Management Information  
Child Abuse Reporting Policy  
School Safety and Security Information  
Bus Safety Brochure  
Title I Forms and Letters  
Volunteer Policy and Information  
Everyoneon.org – Low cost Wi-Fi for Eligible Families